

Board Study Session & Business Meeting (Tuesday, June 10, 2014)

Generated by Shelley R Shelton on Wednesday, June 11, 2014

Members present

Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

Staff members present

Superintendent Keith Rittel; Assistant Superintendent Ray Morgan; Business Administrator Stefanie Bryant; Executive Assistant Shelley Shelton; Executive Director of Elementary Education Gaye Gibbs

Excused: Human Resources Executive Director Melissa Frost; Student Services Executive Director Gary Wilson

Guests

CTE Director Jared Ferguson; Education Support Professionals President Lisa Pulver; Financial Analyst Joe Rankin; Special Education Director Morgan Anderson; Provo Education Association President Christy Giblon; PEA Vice President Kathy Giles; Communications Director Caleb Price; Darin Loertscher, Josh Espinoza, Tech Support; Facilities & Maintenance Director Mark Wheeler; Taz Murray, board candidate

Meeting called to order at 4:32 PM

1. 4:30-5:15 Executive Session for the purpose of discussing personnel and negotiations. Utah Code 52.4.205

A. Superintendent's Contract

B. Provo Education Association Negotiated Agreement

2. 5:25 - 7:00 p.m. Study Session

A. Welcome: President Michelle Kaufusi

B. Roll Call

C. 2014-15 Provo School District Health Education Curriculum Review Committee

In compliance with [Utah Administrative Code R277-474 School Instruction and Human Sexuality](#), local school boards are required to annually approve the appointment of members to the district's Curriculum Materials Review Committee (referred to in Provo as the Health Education Curriculum Review Committee).

This committee reviews curriculum and support materials specific to human sexuality instruction, including maturation, and is to authorize all guest speakers along with their materials relative to human sexuality education, prior to their/its presentation to students. No supplemental materials were brought forward by secondary teachers last year.

The District Health Education Curriculum Review Committee meets on an "as needed" basis, but usually convenes two to three times per year. The committee consists of 21 members; two of whom are registered nurses.

Board members reviewed the following list of proposed committee members who have been contacted and

have agreed to serve.

Angela Anderson	Parent
Ben Ross	Teacher, Timpview High School, Health Science
Camille Williams	Teacher, Provo High, Child Development
Charles Ah You	School Counselor, Provo High
Clarissa O'Conner	Parent
Denise Abbott	Teacher, Timpview High, Science and Health Sciences; R.N.
Diane Struck	Teacher, Centennial Middle School, Health
Don Johnson	Teacher, Centennial Middle School, PE, Maturation
Doug Gardner	Parent
Emmy Gongora	Parent
Jared Ferguson	District Representative
Jason Cox	Human Resourced Director
Kimberly Boyd	Teacher, Dixon Middle School, Health & Science
Kristi Foodit	Parent
Lindsay Baccus	Teacher, Centennial Middle School, PE
Lisa Harmon	School Nursing Supervisor
Miriam Campbell	Social Worker
Randon Olsen	Counselor and Maturation Teacher, Independence High School
Sadie Cox	Parent
Sisila Rosales	Parent
Trilby Cope	Parent

There were no questions or comments from board members.

D. Comprehensive Guidance & Counseling Program

Jared reviewed the background on the state's requirement of approving the counseling and guidance program. The board president and superintendent will need to sign the approval letter.

In order to receive State funding for Comprehensive Guidance in secondary schools, local school boards are to acknowledge and approve compliance with a comprehensive guidance model which requires, development of a: "student education/occupation plan" [Utah Code 53A-1a-106](#). This SEOP plan (also referred to as a College and Career Readiness plan) is for all students in a District's Secondary Schools. "SEOP" means a plan developed by a student and the student's parent or guardian, in consultation with school counselors, teachers, and administrators that:

- (A) is initiated at the beginning of grade 7;
- (B) identifies a student's skills and objectives;
- (C) maps out a strategy to guide a student's course selection; and
- (D) links a student to post-secondary options, including higher education and careers.

School Boards are requested to formally approve the Combined Comprehensive Guidance Programs (CCGP) in our secondary schools periodically. With the coming school year (2014-15) we will be reviewed by the State Specialist over Comprehensive guidance and we wish to reaffirm our compliance with State Comprehensive Guidance Rule.

Provo School District Comprehensive Guidance seeks to adhere to the rules, policies and procedures of our State's Comprehensive Guidance Program. For many years Provo has continued to develop an electronic SEOP format stored in our student information system (PowerSchool) to keep record of our students' education and

career goals and interests.

The district counselors in attending the State approved trainings, conferences and workshops. Several annual meetings within our own district are also held to provide support and opportunities for coordination between our feeder school sites, as well as sister schools.

The Comprehensive Review Process requests a letter signed by the local School Board President to acknowledge the board's awareness and support of the goals of comprehensive guidance in assisting students in their planning and success for future education and careers.

An SEOP plan is held in PowerSchool for students/parent/counselor reference beginning in 7th grade. The purpose of the program is to get students thinking about college planning.

E. Policy Review

Policy 3401 Wellness

Assistant Superintendent Ray Morgan reviewed modifications to the policy and procedures.

- Candy will not be used as a reward.
- Secondary schools will begin transitioning to the Smart Snacks in Schools recommendations for vending machines.
- Principals are encouraged to provide a minimum of 60 minutes per week of structured physical education classes for all full-day students.
- Assure that loss of recess or PE classes will not be used as a punishment.
- Establish safe routes to encourage students to walk or bicycle to and from school.
- Encourage intramural sports and fitness activities.

Policy 5240 - Evaluation of Certificated Educator Effectiveness

Supt. Rittel expects further changes from the state as they continue to revise the evaluation process.

Policy 5253 Maintaining Professional Staff/Student Boundaries

This is the kind of policy to have in place to discourage teachers communicating with students in inappropriate ways. The policy was vetted by the HR Policy Committee. Principals will be required to train staff and students about the policy. Draft procedures were attached for board review.

Policy 6850 Energy Conservation

Is recommended by Cenergistic as a way of the board saying to the public, "this is important." The district generally does not write policies geared toward a specific vendor, but Cenergistic reviewed the policy and is in agreement with modifications made.

Policy 7315 Complaints Regarding Staff or Programs

The policy is written with general language indicating there is a process for handling problems. Procedures were reviewed with the board.

F. Final 2013-2014 Budget & Proposed 2014-2015 Budget

Business Administrator Stefanie Bryant reviewed the background information, including some minor adjustments.

In an effort to be open, transparent, and accountable to the public, the District has adopted a goal of annually obtaining the Meritorious Budget Award from both the Government Financial Officers Association (GFOA) and the Association of School Business Officials (ASBO), which represents national excellence in the budgeting process.

By statute, the Board must be presented the budget by June 1, the Board must hold a public hearing on the budget, notice of the public hearing must be advertised at least ten days before the hearing, and the Board must adopt a budget before June 22.

The District established long term direction commonly referred to as the 20/20 initiatives. Action plans supporting the board goals and the 20/20 initiatives were developed and a detailed budget which supports

these goals for the upcoming year was developed.

A budget study session was held Tuesday, May 27, 2014 at 7:30 AM during which the board received a budget presentation, asked questions, and discussed the budget. The budget includes funds for the employee compensation agreement as presented in executive session. The compensation agreement and capital maintenance needs, cause expenses to exceed projected revenues. The board directed staff to spend down fund balances and to not include a certified tax increase in the budget to cover the shortfall.

The budget hearing and budget adoption is scheduled for Tuesday, June 10, at the 7 PM Board meeting. A notice of the budget hearing and the budget study session was placed in the May 25, 2014 edition of the Daily Herald.

The supplementary information section contains additional detailed information which the board will also be approving with the adoption of the budget (capital improvement project list, child nutrition equipment list, fund balance transfers, etc.).

The full budget presentation as studied on May 27, 2014 and an abbreviated budget that will be presented in the business meeting are attached for your review.

The recommended budgets have been modified from the May 27, 2014 study session as follows:

FY14

- Capital Fund - capital project budgets were decreased \$422,800 for projects that due to time constraints, will not begin before the close of the year - these will be shifted to FY15.
- Capital Fund - the ALIO software project budget was decreased for \$121,000 as the completion of the implementation will run into FY15

FY15

- Capital Fund - the FY15 capital projects budget was increased \$543,800 for the shifts from FY14 mentioned above
- Overall - salaries/benefits increased slightly for an adjusted negotiations item - approximately \$55,000
- The Board must hold a public budget hearing before taking action on the budget.

There is a \$30,000 line item for bond informational (not promotional) materials.

It is recommended the board adopt the final 2013-14 and proposed 2014-15 budgets, the fund balance transfers, and the project lists in the supplementary section.

G. Large Purchase - UVA Cohort 10

In fiscal year 2104 a two year contract was signed for UVA Cohort 10 program.

A binding contract was signed in the prior fiscal year for UVA Cohort 10. The contract is for a two year period. The billing for Cohort 10 Year 2 will begin in July 2014. Two schools will participate in FY2015, at the cost of \$50,000. Formal approval needs to be made.

Gaye Gibbs indicated the total cost may be closer to \$65,000.

H. Bond Update

Supt. Rittel shared a bond update with the following information:

- Bond executive planning committee will take a hiatus over the summer.
- Board member McKay Jensen has developed and posted an informational /promotional bond website, He is also responsible for the bond business card distributed to board members.
- Donation letters resulted in \$1400 in total donations. More donations are anticipated as the election gets closer.
- Video recording promoting the bond includes Mayor Curtis, the Police Chief, LaVell Edwards. A BYU

seismic engineer will be filmed tomorrow. He wants to address the board in a business meeting for the resolution or bond hearing. A couple different versions of the video will be made and pared down to shorter spots that could possibly be used as commercials.

- The Citizens Committee has been divided up into subcommittees. All subcommittees include at least one representative from the Executive Bond Committee.
 - Door-belling
 - Endorsements: newspaper ads with hopefully with "thousands of names"
 - Social media
 - Donations
 - Reader boards
 - Public media
 - Presentations & displays
 - One committee member will develop a Facebook page. Board member Julie Rash will send the link to board members. Information will actively be posted on the site.
 - Written literature

PR and Communications Coordinator Caleb Price distributed copies of Pocket Facts to board and staff members for distribution to patrons. With additional donations, more Pocket Facts will be printed.

- Utah Taxpayers' Association meeting.
 - Sen Howard Stephenson attended. The response was very positive; the bond presentation was well received. He took his phone out and took pictures at Provo High cracks in the walls, etc. He was also very interested in the discussion regarding the domed construction. He's going to study the presentation and review the KSL link. The board is considering visiting the Washington School District to view the tilt-up wall construction. Sen. Stephenson was appreciative of the work the board and administration have done so far, and that he was "running to catch up."
- Google Update
 - May 22 - conference call with Google. Keith sent a final version of the proposal to them. Google is interested in helping the district design the interior of the buildings.
- Need to schedule a meeting with Herald Editorial board.
- We need to gain additional support from local legislators. August - Keith and Stefanie work with the bond attorney and will bring exact bond initiative language to the board for approval.
- Bond Committee and Citizens Committee Aug. 14.
- Pass non-binding resolution during August board meeting to rebuild the schools on the bond.

I. Consent Calendar Review & Questions

J. Upcoming Calendar Items

Keith will contact USSA Executive Director Dr. Patti Harrington about who should attend joint legislative meeting.

K. Motion to Adjourn

Adjourned 6:31 p.m.

I move we adjourn the study session.

Motion by Jim Pettersson, second by Steven Staples.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

3. 7:00 p.m. Business Meeting

A. Welcome: President Michelle Kaufusi

7:00 p.m.

B. Roll Call

C. Opening Remarks: Member Shannon Poulsen

D. Pledge of Allegiance: HR Executive Director Melissa Frost

4. Community Connections

A. Jarod Sites, Recipient of The Excellence in Educational Leadership Award

Pam Hallam from BYU presented Dixon Principal Jarod Sites, who was honored as The Excellence in Educational Leadership Award from the University Council for Educational Administration (UCEA).

B. Public Input

There was no public input.

5. Business Items

A. Approve 2014-15 Provo School District Health Education Curriculum Review Committee

I move we approve the proposed membership of the 2014-15 Provo School District Health Education Curriculum Review Committee.

Motion by Jim Pettersson, second by Shannon Poulsen.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

B. Approve Comprehensive Guidance & Counseling Program

I move we approve the Comprehensive Guidance and Counseling program as operated in the schools of the Provo City School District.

Motion by Marsha Judkins, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

C. Approve Policy 3401 Wellness

I move that we approve revised Policy 3401 Wellness.

Motion by Shannon Poulsen, second by Julie Rash.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

D. Approve Policy 5240 Evaluation of Certificated Educator Effectiveness

I move that we approve new Policy 5240 Evaluation of Certificated Educator Effectiveness.

Motion by Jim Pettersson, second by McKay Jensen.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

E. Approve Policy 5253 Maintaining Professional Staff-Student Boundaries

I move that we approve new Policy 5253 Maintaining Professional Staff-Student Boundaries.

Motion by McKay Jensen, second by Julie Rash.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

F. Approve Policy 6850 Energy Conservation

I move that we approve new Policy 6850 Energy Conservation.

Motion by Julie Rash, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

G. Approve Policy 7315 Complaints Regarding Staff or Programs

I move that we approve Policy 7315 Complaints Regarding Staff or Programs.

Motion by Steven Staples, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

H. 2014-15 Budget Hearing and Adoption

I move we approve the final 2013-14 and proposed 2014-15 budgets, the fund balance transfers, and the project lists in the supplementary section.

Motion by Marsha Judkins, second by Julie Rash.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

I. Approve Large Purchase: Approve UVA Cohort

I move we approve the purchase request for \$50,000 to complete the 2-year UVA Cohort contract.

Motion by Jim Pettersson, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

J. Approve Provo Education Association Negotiated Agreement

I move that we accept the Negotiated Agreement for the Provo Education Association for the 2014-2015 contract year.

Motion by Julie Rash, second by Jim Pettersson.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

6. Consent Calendar

A. Board Minutes as Part of the Consent Calendar

Resolution: I move we approve the board minutes as part of the consent calendar.

I move we approve the consent calendar.

Motion by Marsha Judkins, second by Steven Staples.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

B. May 13 Study Session & Business Mtg.

C. May 22 Joint Meeting with City Council

D. May 27 Board Study Session

E. Personnel Report as Part of the Consent Calendar

Resolution: I move we approve the personnel report as part of the consent calendar.

I move we approve the consent calendar.

Motion by Marsha Judkins, second by Steven Staples.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

F. Home School/School Choice/eSchool Report as Part of the Consent Calendar

Resolution: I move we approve the home school and school choice reports as part of the consent calendar.

I move we approve the consent calendar.

Motion by Marsha Judkins, second by Steven Staples.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

G. Financial Reports as Part of the Consent Calendar

Resolution: I move we approve the financial reports as part of the consent calendar.

I move we approve the consent calendar.

Motion by Marsha Judkins, second by Steven Staples.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

H. Approve the Consent Calendar

Resolution: I move we approve the consent calendar.

I move we approve the consent calendar.

Motion by Marsha Judkins, second by Steven Staples.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples

7. Board Member Reports

A. Member Marsha Judkins

Member Steven Staples indicated he had emailed his resignation from the board effective prior to the first board meeting in August in order to accept new employment in Chicago. President Kaufusi expressed appreciation for Member Staples's service.

Member Judkins reported on her assignment as the board's Community Council liaison. She attends each school's community council meetings each month. She's had the opportunity to meet principals, parents and faculties. She reported on the School LAND Trust program. Community councils create the school's plan for the use of the funds. The board approves the Trustlands plans each year and the funds come from the state.

8. Superintendent's Report

A. Approved Student Travel

B. Letters from Adult Ed Students

C. T.H. Bell Teaching Incentive Loan Program Recipient

D. 2014 PHS 4A State Girls' Golf Championship

9. Adjourn

A. Motion to Adjourn

Adjourned 7:45 p.m.

I move we adjourn the business meeting.

Motion by Jim Pettersson, second by Marsha Judkins.

Final Resolution: Motion Carries

Aye: Michelle Kaufusi, Julie Rash, McKay Jensen, Marsha Judkins, Jim Pettersson, Shannon Poulsen, Steven Staples